

RECORD CENTER POLICY

LANCASTER COUNTY BOARD OF COMMISSIONERS

The Lancaster County Board of Commissioners recognizes that Lancaster County Records are information assets, and that retention and disposition regulations adopted by the Secretary of State's Office provide legal guidance in the management of records stored in the Records Center. The Board also recognizes their legal responsibility to preserve records in the manner prescribed by the Secretary of State. The Board is aware that the cost of records storage is borne by the taxpayers of Lancaster County and it is prudent to manage the records such that an undue burden is not placed upon the taxpayer. Therefore, the Lancaster County Board of Commissioners hereby adopts the following policy relating to the management of records stored in the Records Center.

1. Records shall be destroyed after they have been microfilmed and according to approved record retention and disposition schedules. Records will be destroyed only upon written permission by the agency head/department director of the owning responsible agency.
2. Records shall be destroyed according to the minimum retention requirements of approved record retention and disposition schedules. Records will be destroyed only upon written permission by the agency head/department director of the owning responsible agency.
3. Non-record material and convenience copies are not allowed to be stored in the Records Center.
4. Access to records in the custody of the Records Center will be given only to employees who have been authorized in writing by the agency head/department director of the owning responsible agency. Requests from the public for access to records must be made through the owning responsible agency. Response to those requests will be within the time required by law, unless it is not possible to comply within that time frame whereby the requesting member of the public would be so notified by the owning responsible agency.
5. It is recognized that there may be sensitive and confidential information contained in a record stored in the Records Center. Records & Information Management will take measures to verify the identity and authority of those requesting access to the records in its custody. The department shall inform its employees, volunteers, interns, and independent contractors that information contained in the records shall not be discussed with unauthorized individuals and shall only be disclosed or reproduced as authorized by management. Should the department receive a subpoena or other court document requesting access to or production of records, it shall contact the County Attorney's Office immediately for direction on how to proceed.

Exceptions to this policy must be requested in writing by the agency head/department director, with specific reasons for the request, to the Records Manager. Approval or denial of the request shall be made by the County Board with possible additional costs charged to the owning responsible agency if the request is granted.

DEFINITIONS:

Record: The Records Management Act (Neb. Rev. Stat., Chapter 84, Article 12) defines a record as: "any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material regardless of physical form or characteristic created or received pursuant to law, charter, or ordinance or in connection with any other activity relating to or having an effect upon the transaction of public business".

Public Record: The Records Management Act (Neb. Rev. Stat., Chapter 84, Article 12) defines a public record as follows: "Public records includes all records and documents, regardless of physical form, of or belonging to this state or any agency, branch, department, board, bureau, commission, council, subunit, or committee of this state except when any other statute expressly provides that particular information or records shall not be made public. Data which is a public record in its original form shall remain a public record when maintained in computer files".

Convenience Copy: A duplicate copy of an official document kept for the use of a person or office. A convenience copy is not an official document.

Non-record Material: Includes things such as magazines kept for references purposes, blank forms, and duplicated documents.

Approved by the Lancaster County Board of Commissioners on December 23, 2003.

By Bernice Heery, Chair